



CAMBRIDGE INTERNATIONAL VENUE INSTRUCTION GUIDE CHATTOGRAM

MAY-JUNE 2022



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Notice to candidates

British Council Bangladesh wishes you the best of luck with your upcoming examination and we would like to remind you of some guidelines to help you having a smooth exam day.

Exam start time

Qualification	Session	Exam Start time	Gate opening time	Gate closing time
A/AS Level, O Level and IGCSE	Morning (AM)	11:00 AM	10:00 AM	10:30 AM
	Afternoon (PM)	3:00 PM	2:00 PM	2:30 PM

Before exam day

- Check all details on the Statement of Entry (SOE) and report errors to the British Council
- Double check your name as this will appear on your certificate
- Check your exam reporting time, venue location, local traffic and pick up /drop off points to avoid stress on exam day

Exam day arrival

- Follow health and safety protocols including COVID19 precautionary measures in the second page
- Present valid passport and SOE
- Report on time at the correct venue before the gate closing time. The gate closing time will be strictly followed

What to bring on exam day

Allowed	Not Allowed
- Candidates must bring mask, passport, and SOE Approved stationery (black pen, pencil, eraser without wrapper, transparent slide ruler, mathematical instruments) in a transparent bag - Non-programmable calculator without case or instructions. - White lab coats and safety glasses for practical exams - Transparent water bottle	Do not bring any personal belongings or valuables. There is no storage facility, and the British Council is not responsible for any loss/damage No digital devices (phones, computers, tablets, fitness bands) No watches (analogue or digital wristwatches, smart watches) No personal belongings (wallets, bags, books, pencil cases, sunglasses, caps, calculator cases or instructions)

Access arrangement

- Only approved access arrangements are provided
- If you have applied for special access arrangement, bring your outcome letter to show to the venue staff

Instructions for parents and teachers

- Parents, guardians, teachers and siblings are not allowed inside the exam venue or assembly areas
- There is no designated parking or waiting area so parents must follow a pick-up and drop-off policy and clear the entrance area

Safeguarding

The British Council is committed to protecting children from abuse, exploitation and organisational negligence. All British Council staff, partners, suppliers & contractors are required to follow the Safeguarding Policy and Code of Conduct. If there are any concerns about the safety and wellbeing of a child at the exam, contact the Child Protection Focal Person at the venue.

Exam regulations

- Attempted impersonation will result in cancellation of candidate results and possible barring from future exams with any UK Examination Board
- Attempted cheating before, during or after the exam will be immediately reported
- Question papers and answer booklets must not be removed from the exam hall
- Do not disturb other candidates inside or outside the exam hall either before or after the exam
- Respectfully follow instructions from British Council staff at all times
- Waiting areas are under exams conditions and supervisor instructions must be followed
- Stay in the exam room under official supervision until departure time
- Do not bring personal belongings or valuables. There is no storage facility and the British Council is not responsible for any loss/damage
- Check the subject code on the answer script before the start of the exam, to ensure you received the correct one as mentioned on your statement of entry
- Parents, teachers, and siblings are NOT allowed inside the examination venue

Health and safety protocol

- Temperature will be taken at the point of entry. Candidates with a temperature of 99.1 degrees Fahrenheit or above will not be permitted entry into the exam venue.
- Candidates with persistent cough will not be permitted entry into the exam venue.
- You will be required to wear a mask
- Please follow basic hygiene practices such as using hand-sanitisers provided on test day and regularly washing your hands
- You need to bring with you, and wear, a face mask that covers your mouth and nose. You may be requested to remove this for identification or other purposes.

Disclaimer

The British Council and the Examining Boards take all reasonable steps to provide exam services. We cannot be held responsible for interruptions, loss or injury caused by circumstances beyond our control. If examinations or results are disrupted or cancelled, every effort will be made to resume normal service as soon as possible. The British Council's responsibility will be limited to the refund of the registration fee or re-testing at a later stage.

Practical and locally scheduled exams

Please follow the link below to download your practical and locally scheduled exam venue details –

<https://www.britishcouncil.org.bd/en/exam/igcse-school/day/timetables>

Clash exams

On an exam day, if you have two Cambridge International exams starting at the same time and the total duration of the exams is **equal to or less than 3 hours and 45 minutes**, then the exams will be administered consecutively. There will not be any breaks between these exams.

If the total duration for two exams starting at the same time is more than 3 hours 45 minutes, then these exams are considered as **clash** exams. The exams will be split in two sessions. The candidates will take the first exam in the scheduled session and the other one in the following session. For an example, if subject A and B are scheduled in AM session and total duration of the exams is more than 3 hours 45 minutes, then you will take subject-A in the AM session and subject-B in the PM session. Please note that candidate must be present in the venue as per exam schedule.

Exception: If your first clash exam is starting in the afternoon session, please wait for our instructions via email.

Clash exam supervision

The candidates will have a fully supervised break between the papers. During this period candidates are not allowed to meet or communicate in any form with anyone outside the exam venue. Candidates will be allowed to bring their own food and textbooks. Parents may hand over the lunch and textbooks to the British Council appointed staff at the exam venue so that they can arrange to deliver them to the respective candidates. No books will be allowed after the start of the exam.

A candidate also will not be allowed to sit any of the clash exam if s/he fails to enter the exam hall as per schedule mentioned on Statement of Entry.

Cambridge International component exemption

If you applied for exemptions for any of the components of a Syllabus and if those have been **approved** by Cambridge, then you do not have to sit your exams for those exempted components, and Cambridge will calculate an assessed mark for the exempted component to issue a syllabus grade.

Venue schedule for school and private candidates

- Find your school's name and centre number (Schools names are in alphabetic order)
- Match your venue name and exam date against the statement of entry. Exams dates are not in chronological order. You should highlight your relevant exam dates on this schedule so that it becomes easier to find your exam venue
- The table below shows the venue schedule only for Written, MCQ, Listening and Reading papers only

School name	Centre Number	Venue	Exam Date
Al Hidaayah International School	BD218	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June .
Al Hidaayah International School	BD218	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
Al Hidaayah International School	BD218	World Trade Centre	16 May, 18 May , 7 June & 8 June .
Al Hidaayah International School	BD218	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42) .
British Council Chattogram	BD200	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June .
British Council Chattogram	BD200	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
British Council Chattogram	BD200	World Trade Centre	16 May, 18 May , 7 June & 8 June .

School name	Centre Number	Venue	Exam Date
British Council Chattogram	BD200	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42).
Chittagong Grammar School	BD201	Chittagong Grammar School	All Dates
Chittagong International School	BD208	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June.
Chittagong International School	BD208	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
Chittagong International School	BD208	World Trade Centre	16 May, 18 May , 7 June & 8 June.
Chittagong International School	BD208	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42).
Cider international School	BD210	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June.
Cider international School	BD210	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
Cider international School	BD210	World Trade Centre	16 May, 18 May , 7 June & 8 June.

School name	Centre Number	Venue	Exam Date
Cider international School	BD210	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42).
Cygnus International School	BD222	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June .
Cygnus International School	BD222	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
Cygnus International School	BD222	World Trade Centre	16 May, 18 May , 7 June & 8 June .
Cygnus International School	BD222	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42).
Dewpoint School	BD212	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June .
Dewpoint School	BD212	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
Dewpoint School	BD212	World Trade Centre	16 May, 18 May , 7 June & 8 June .
Dewpoint School	BD212	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42).

School name	Centre Number	Venue	Exam Date
International Hope School	BD307	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June .
International Hope School	BD307	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
International Hope School	BD307	World Trade Centre	16 May, 18 May , 7 June & 8 June .
International Hope School	BD307	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42) .
Little Jewels School	BD211	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June .
Little Jewels School	BD211	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
Little Jewels School	BD211	World Trade Centre	16 May, 18 May , 7 June & 8 June .
Little Jewels School	BD211	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42) .
Mastermind International School	BD216	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June .

School name	Centre Number	Venue	Exam Date
Mastermind International School	BD216	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
Mastermind International School	BD216	World Trade Centre	16 May, 18 May , 7 June & 8 June .
Mastermind International School	BD216	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42) .
Presidency International School	BD205	Presidency International School	All Dates
Sunshine Grammar School	BD206	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June .
Sunshine Grammar School	BD206	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
Sunshine Grammar School	BD206	World Trade Centre	16 May, 18 May , 7 June & 8 June .
Sunshine Grammar School	BD206	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42) .
The Dux an English Medium School	BD215	The Peninsula Hotel	25 April, 27 April , 4 May, 5 May , 9 May, 10 May , 11 May, 19 May , 20 May, 26 May , 30 May & 2 June .

School name	Centre Number	Venue	Exam Date
The Dux an English Medium School	BD215	Radisson Blu Chattogram Bay View	2 May, 6 May , 12 May, 13 May , 17 May, 23 May , 24 May, 25 May , 27 May, 1 June , 6 June, 9 June & 10 June
The Dux an English Medium School	BD215	World Trade Centre	16 May, 18 May , 7 June & 8 June .
The Dux an English Medium School	BD215	British Council Chattogram	26 April, 28 April , 29 April, & 9 May (0510/42), (0511/42) .

Venue addresses

Venue name	Address
British Council	Rafique Tower, Floor 8, 92 Agrabad, Chattogram
Presidency International School	51, Panchlaish R/A, Chattogram.
Chittagong Grammar School	11, Sarson Road (Senior Section), Chattogram.
The Peninsula Chittagong	Bulbul Centre, 486/B O. R. Nizam Road, Chattogram.
Radisson Blu Chittagong Bay View	SS Khaled Road, Lalkhan Bazar, Chattogram.
World Trade centre	Address: 102-103, Agrabad C/A, Chattogram

Message from the British Council

Dear candidate

We know that it is important for students across Bangladesh to take their exams to enable them to achieve their future aspirations, and our priority is to ensure a safe and secure environment in the examination venues for our candidates.

The health and well-being of our candidates and staff remain our top priority. We have developed significant measures to comply with all safety, hygiene and physical distancing across all exam venues in Bangladesh, which we feel allows us to run examinations in a safe and secure way. Over the last two years, we have also put in place measures to meet the safety requirements set by the exam boards we work with, and the Government of Bangladesh.

Our candidates will be communicated beforehand regarding the precautions they need to maintain, such as wearing a mask that covers mouth and nose and the temperature checking mechanisms that are available at the venues. We will also ensure that the exam venue including furniture, equipment, stationery etc. are all sanitised before start of the exam, and our staff follows safety protocols.

Should you have any queries, please do not hesitate to get in touch with the British Council at Info.bd@britishcouncil.org

We wish you the very best of luck with your exams.



Zunayed Ahmed
Director Operations Examinations
British Council, Bangladesh